



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
2024 Vacancy Sweep Institutional Exemption Request

Requestor: _____

Dept: _____ Division: _____

Vacant Position # [input box]

Permanent Fund Source: [checkbox] E&G [checkbox] Designated [checkbox] Auxiliary [checkbox] Grant

Job Class Code and Job Title: _____

Cost Center/ Project No.: _____

Justification: Explain why this position is critically essential to the core function of the institution.

[Large dashed box for justification text]

APPROVALS:

Department Head (Print Name / Signature above): _____ Date

Division Head (Print Name / Signature above) _____ Date

VP of Human Resources & Talent Development (Mike James) _____ Date

Exec Vice President for Finance and Business Affairs and Chief Financial Officer (Michael Mueller) _____ Date



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INSTRUCTIONS:

Use this form to request that a vacant funded position be exempted from being swept in the current vacancy review process. If approved, the vacant position will be reinstated to your existing budget.

Requestor: Name of the person making the request, usually the department head

Dept: Official name of the department

Division: The requestor's division

Vacant Position #: Enter the current vacancy position number and last filled date.

Permanent Fund Source: Please select type of current funding for your position.

Job Class Code and Job Title: Please enter the Job Class Code and Job title.

Cost Center/Project No: Identify the cost center(s) and/or project(s) used to permanently fund the position.

Routing Instructions: After department and division approval, email this form to compensation@utrgv.edu.